

## Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

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August 2010

### Public School Records Retention Schedule

See also the [General Records Retention Schedule](#).

#### Using this Records Retention Schedule

Everyday local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

#### What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

#### Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

### **The Value of Local Government Records**

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records. Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

### **Statutory Authority for Establishing Records Retention Requirements**

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

### **Application of the Records Retention Schedule**

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>.

### **Destruction of Records**

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed

under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

### **Preservation of Permanent Records**

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.*

### **A Note about Electronic Records**

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

### **A Note about Retention Periods**

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

### **Retention Definitions:**

**COA=Completion of Audit.** Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

**DCA=Destroy in Current Area/Reference.** Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

### **Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

**For further information on any records management or preservation issue, please contact:**

Missouri Secretary of State  
Local Records Preservation Program  
PO Box 1747, Jefferson City, MO 65101-1747  
Telephone: (573) 751-9047  
Fax: (573) 526-3867

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## Public School Records Retention Schedule

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See also the [General Records Retention Schedule](#).

### Administration

#### **SCH001**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Annual Secretary of the Board of Education Report**

ASBR

Financial record of the district's receipts and disbursements for the fiscal year

Permanent

Archive

#### **SCH002**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Boundary, topographic, right-of-way and utility easement change records**

Notices to school district from Board of Arbitration as to proposed change, petitions for changes

Permanent

Archive

#### **SCH003**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **District Reorganization Records**

Permanent

Archive

#### **SCH004**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Missouri School Improvement Program Report**

MSIP; Final Report; State Board of Education Summary; Notice of Classification

Permanent

Archive

#### **SCH005**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Post High School Status Reports**

1 year follow-up; 5 year follow-up

Retain until superseded

Destroy

**SCH006***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Written Curriculum Guide**

Retain until superseded

Destroy

**SCH007***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***School Improvement Plan**

Retain until superseded

Destroy

**SCH008***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***MSIP Supporting Documentation**

Data Files

1 year after completion of cycle

Destroy

**SCH009***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Property Titles, Abstracts, Deeds, Easements**

Permanent

Archive

**SCH010***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Core Data--Source Documents**

5 years or as otherwise indicated

Destroy

The Missouri Department of Elementary and Secondary Education (DESE) maintains an historical copy of data submitted electronically as part of the Core Data Collection System. Although district staff members are encouraged to maintain copies as appropriate for immediate local use, permanent copies of these data submitted by the district are maintained by DESE and are therefore not required to be maintained by local school districts

**SCH011***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Application for Summer School Approval**

5 Years

Destroy

**SCH012****Multiple Consortium Coops Legal, Technical, Special Ed., Professional Development***Also Called:**Function:**Content:**Retention:*

5 Years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH013****Local Reports***Also Called:*

Membership Apportionment Data Report; Annual Report of the County Clerk to the State Board of Education; Principal's Monthly Report to Superintendent; School Calendar of Events; Distribution of Teaching Workload Ledger; Daily Bulletins

*Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:*

## Adult Education

### **SCH014**

#### **Class and Grade Reports for Individual Students**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

### **SCH015**

#### **Application to State for Reimbursement**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 Years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH016**

#### **Employment and Training Record of Students Follow-up**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 Years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

## Buildings and Grounds

### **SCH017**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Surveys and Plot Plans Pertaining to School Real Estate**

Permanent

Archive

### **SCH018**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Blueprints, Specifications and Shop Drawings**

Permanent

Archive

### **SCH019**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Americans with Disabilities Act Plan**

ADA Plan

3 years, or until superseded; review for historical purposes

### **SCH020**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Federal Environmental Reports**

Reports on asbestos, lead, radon, etc

Permanent

Archive

Assess reports for additional reported studies that may be short term and ask the Local Records Board for a ruling

### **SCH021**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Building Key Schedule**

List of keys and holders

Retain until superseded

Destroy

### **SCH022**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **District-wide Inventory of Equipment**

Permanent and update



**SCH023***Also Called:**Function:**Content:**Retention:*

2 Years

*Disposition:*

Destroy

*Note:**Approval Date:***Application for Use of School Premises****SCH024***Also Called:**Function:**Content:**Retention:*

Life of the vehicle

*Disposition:**Note:**Approval Date:***Vehicle Maintenance and Warrant Records****SCH025***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:**Note:**Approval Date:***Maintenance Records for Each School Building**

## Business Affairs

### **SCH026**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Assessed Valuation Certification**

Permanent

Archive

### **SCH027**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Bound Book Generated by Bond Counsel**

School Bonds

Maturity + 3 years

Destroy

August 24, 2010

### **SCH028**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Sales Tax Exemption Letters**

Retain until superseded

### **SCH029**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Tax Exemption Certificate**

Retain until superseded

### **SCH030**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Official Budget Document**

5 Years

Destroy

### **SCH031**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Investment Records**

Correspondence; checks of investment with receipts; amount available to invest

5 Years

Destroy

**SCH032***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Surety Bonds**

Completion of Audit + 5 years

Destroy

**SCH033***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Individual Payroll Cards**

Completion of Audit + 2 years

Destroy

**SCH034***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Payroll Ledgers**

Current Payroll

Completion of Audit + 2 years

Destroy

**SCH035***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Certification of Property Tax Rates**

Completion of Audit

Destroy

**SCH036***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Estimate of Required Local Taxes**

Completion of Audit

Destroy

## Federal Programs

### **SCH037**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Title I**

3 years after program year  
Destroy

### **SCH038**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Title II**

3 years after program year  
Destroy

### **SCH039**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Title II-D e-MINTS Grant (competitive)**

5 years  
Destroy

### **SCH040**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Title III**

3 years after program year  
Destroy

### **SCH041**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Title IV**

3 years after program year  
Destroy

### **SCH042**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Title V**

3 years after program year  
Destroy

**SCH043***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Federal Discretionary Grant Programs**

3 years after program year

Destroy

**SCH044***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Federal Impact-aid P.L. 815 & P.L. 874**

3 years after program year

Destroy

**SCH173***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Medicaid Records/Payments**

3 years after program year

Destroy

## Food Services

### **SCH045**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Food Application Agreements**

National School Lunch; Food Distribution; Special Milk; School Breakfast Program

Permanent

Archive

### **SCH046**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Application for Free or Reduced Price Meals**

3 years

Destroy

### **SCH047**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Lunch, Milk, and Breakfast Claim for Reimbursement**

3 years

Destroy

### **SCH048**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **December 31 Commodity Inventory**

3 years

Destroy

Food Management Company Schools Only

### **SCH049**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Cafeteria Records and Reports**

3 years

Destroy

### **SCH050**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Cafeteria Register Tapes**

3 years

Destroy

## Health Records

### **SCH051**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Student Cumulative Health Record**

Permanent

Archive

### **SCH052**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Immunization Records**

Immunization Record; Immunization Exemption; Medical Exemption; Religious

3 years

Destroy

August 25, 2009

### **SCH053**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Immunization--In Progress**

Until next dose is due; destroy when temporary exemption status has passed

Destroy

August 25, 2009

### **SCH054**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Emergency Card**

Update Annually

### **SCH055**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Clinic Record**

Nursing Documentation

Individual documentation of each clinic visit/assessment/care provided

Until student reaches age 23

Destroy

### **SCH056**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Medication Record**

Until student reaches age 23

Destroy

**SCH057***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Medication Consents**

Permissions granted by parent/guardian/physician

Until student reaches age 23

Destroy

**SCH058***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Treatment Records**

Asthma peak flow records; seizure logs; cauterization records; G-tube feeding record

Until student reaches age 23

Destroy

**SCH059***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Physician Orders for Specialized Treatments/Procedures**

Until student reaches age 23

Destroy

**SCH060***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Consents for Specialized Treatments/Procedures**

Permissions granted by parent/guardian/physician

Until student reaches age 23

Destroy

**SCH061***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Health Care Plans**

Summary of the nursing plan of care for a student with special health needs

1 year

Destroy

Evaluate annually--may be a part of the Individual Education Plan--IEP

**SCH062***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Head Injury Note**

1 year

Destroy

Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record



**SCH063***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Daily Clinic Log**

List of all students seen on any given day

1 year

Destroy

This record is not considered to be adequate to document individualized care. Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

**SCH064***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Behavioral Assessment Tool**

To assess drug/alcohol use

Until student reaches age 23

Destroy

**SCH065***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Accident Reports**

Until student reaches age 23

Destroy

Physician releases to return to school/sports participation or to be excluded from such

**SCH066***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Child Abuse/Neglect Documentation**

Notes, graphics, etc.

Until student reaches age 23

Destroy

**SCH067***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Screening Reports of Medical Professionals**

1 Year

Destroy

Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

**SCH068***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Incident Reports**

May document internal concerns such as facility safety issues, and medication administration errors

Should be stored in file separate from student records

## Instruction

### **SCH069**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **District Test Scores**

Permanent

Archive

### **SCH070**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Textbook Inventory**

Retain until superseded

Destroy

### **SCH071**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Teacher's grade book**

2 years

Destroy

### **SCH072**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Application for Approval for Matching Federal Funds to Train Driver Education Teachers**

Destroy in Current Area

Destroy

### **SCH073**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Application for Federal Matching Funds to Purchase Driver Education Simulation Equipment**

Destroy in Current Area

Destroy

**SCH074**

**Counselor Records**

*Also Called:*  
*Function:*  
*Content:*  
*Retention:* Destroy in Current Area  
*Disposition:* Destroy  
*Note:*  
*Approval Date:*

**SCH075**

**Teacher Plans, Programs, Recommendations**

*Also Called:*  
*Function:*  
*Content:*  
*Retention:* Destroy in Current Area  
*Disposition:* Destroy  
*Note:*  
*Approval Date:*

## Personnel

### **SCH076**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Certified and Non-certified Personnel Annual Retirement Information**

75 years

Archive

### **SCH077**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Personnel File**

Certified Personnel File; Non-certified Personnel File

Date Hired; Certificate (if certified); Work Assignments; Social Security Records; Retirement Records

75 years

Archive

### **SCH078**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Employee Background Checks**

Reference

Destroy

### **SCH079**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Employment Contracts**

Expiration + 3 years

Destroy

### **SCH080**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Summative Evaluations**

5 years

Destroy

### **SCH081**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **State/Federal Income Tax Quarterly Reports**

Monthly State Tax Reports; W-2s

5 years

Destroy

**SCH082***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Employee Directory**

Permanent

Archive

**SCH083***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Substitute Teacher Record**

3 years

Destroy

**SCH084***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Statement of Intention to Employ a Minor**

Certificate to Employ a Minor; Certificate of Age for Employment of Minors

5 years + audit

Destroy

**SCH085***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Payroll Records**

Sick Leave; Overtime; Leave of Absence Exceptions

3 years

Destroy

**SCH086***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Non-certified Personnel Time Sheets**

Daily Time Sheets; Monthly Time Sheets

3 years

Destroy

## Special Education

### **SCH087**

#### **Annual Report of Exceptional Pupil Programs**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH088**

#### **Application for Exceptional Pupil Programs**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH089**

#### **Remedial Speech and Hearing Class Applications**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH090**

#### **Applications for Home Teaching for Home-bound Instruction**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH091**

#### **Applications Report of Exceptional Pupil Programs**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH092**

#### **Individuals with Disabilities Education Act (IDEA) Entitlement Grants**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH093***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***619 Early Childhood Special Education Grants**

3 years

Destroy

**SCH094***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Medicaid Records/Payments**

6 years

Destroy

**SCH095***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Special Education--Pupil Listings, test scores**

3 years

Destroy

**SCH096***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Test Protocols**

3 years

Destroy

**SCH097***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Title Programs**

Chapter Programs; Individuals with Disabilities Education Act Data

Record of Access Form; Documentation of Screening; Program Modifications; Evaluations Plans; Notice and/or Consent forms for Evaluation; Diagnostic Summaries; Individualized Education Programs (IEPs); Notice and/or Consent Forms Placement and Documentation of the Provisions of Appropriate Procedural Safeguards. This is subject to requirements of the State Compliance Plan for Part B.

Subject to Federal Requirements

These Special Education records are independent of the student cumulative record and are not permanent records.

**SCH098***Also Called:**Function:**Content:**Retention:**Disposition:**Note:***Individuals with Disabilities Education Act (IDEA)**

Subject to Federal Requirements

Under federal requirements, IDEA demands that destruction of records will not take place until 3 years past the time the child no longer receives IDEA services which is in most cases 3 years past graduation. However, even if the destruction is not occurring until after the 3 year minimum guideline, the school district must attempt to notify the parents or eligible student. Consult with DESE, Special Education for the most current federal regulations

*Approval Date:***SCH099***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Local Compliance Plan**

Retain until superseded

Destroy

**SCH100***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Monitoring Documentation**

Retain until superseded

Destroy



## State Programs

### SCH101

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Missouri Assessment Program (MAP) test results

Individual Student, see student cumulative record; Building/District, retain until superseded

### SCH102

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### At Risk Student Programs

5 years

Destroy

### SCH103

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Career Ladder Records

5 years

Destroy

### SCH104

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Child Care Development Fund Grant (Block Grant)

5 years

Destroy

### SCH105

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Drop Out Data

5 years

Destroy

### SCH106

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Minimum Salary Supplement

5 years

Destroy

**SCH107***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Parents as Teacher Project Records**

5 years

Destroy

**SCH108***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Missouri Preschool Project Grant**

5 years

Destroy

**SCH109***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Professional Development Committee Records**

5 years

Destroy

**SCH110***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Teacher Education Scholarships**

5 years

Destroy

**SCH111***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***School Board Member Training Records**

Duration of service

Destroy

**SCH112***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***State Gifted Records**

5 years

Destroy

**SCH113***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***State Grants**

Health; A+ Schools; Vocational Enhancement; etc.

5 years

Destroy

**SCH114***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Summer School Records**

5 years

Destroy

**SCH115***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Technology Plans**

5 years

Destroy

**SCH116***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Tuition Reimbursement**

5 years

Destroy

## Student Activities

### SCH117

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Year Books

Permanent

Archive

### SCH118

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Student Policy Handbook

Board of Education Rules and Regulations

Retain until superseded

### SCH119

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Scorebooks (Athletics)

5 years

Destroy

### SCH120

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Athletic Equipment Inventory

Completion of audit + 5 years

Destroy

### SCH121

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Athletic Agreements between Schools

Expiration + 2 years

Destroy

### SCH122

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Athletic Officials' Contracts

Expiration + 2 years

Destroy

**SCH123***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Athletic Conference Reports**

1 year

Destroy

**SCH124***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Eligibility Certificates**

1 year

Destroy

**SCH125***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Events Schedules**

1 year

Destroy

**SCH126***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Scholarship Awards**

1 year

Destroy

**SCH127***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Athletic Officials' Schedules and Expenses**

Completion of Audit + 1 year

Destroy

**SCH128***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Physical Education Excuses**

Destroy in Current Area

Destroy

**SCH129***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Alumni Lists**

Destroy in Current Area

Destroy

**SCH130***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Career and Technical Student Organization Records**

Future Business Leaders of America; Family, Careers and Community Leaders of America; FFA; DECA; Skills USA; Student Council; etc.

Destroy in Current Area

Destroy

**SCH131***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***School Club and Organization By-laws**

Destroy in Current Area

Destroy

## Student Records

### SCH132

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Student Cumulative Record--Transcripts

Grades; birth record; gpa; class rank; college prep certificates; career certificates; standardized test scores

Permanent

Archive

If elementary, middle or junior high school records have been transferred to the Senior High Record, then the transferring school's record is considered a non-record and may be destroyed

August 25, 2009

### SCH133

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Student Cumulative Record--Other

Any non-transcript material as defined in SCH132

5 years after graduation or leaving school

Destroy

August 25, 2009

### SCH134

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Student Drop-Out Records

Administrative records of student dropping out of school, does not include the permanent transcript, see SCH132

10 years after leaving school

Destroy

These are distinct from the student cumulative record and should be maintained as a separate file

August 25, 2009

### SCH135

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Student Transfer-in/Transfer-out Records

Administrative records of student moving into or out of the school district, does not include the permanent transcript, see SCH132

10 years

Destroy

These are distinct from the student cumulative record and should be maintained as a separate file

August 25, 2009

### SCH136

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Application for Admission

document application to enter general school district and career education

5 years

Destroy

**SCH137***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Nonresident Student Information**

attendance; address; tuition records

5 years

Destroy

**SCH138***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Records of Serious Discipline Violations**

Until student reaches age 23

Destroy

See RSMo 167.020 subsection 7 and 160.261 subsection 9

**SCH139***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Student Accident Insurance Information**

Destroy in Current Area

Destroy

**SCH140***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***New Student Orientation Schedules**

Completion of Audit

Destroy

**SCH141***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***School Publications Information**

Destroy in Current Area

Destroy

**SCH142***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Class Meeting Minutes**

Destroy in Current Area

Destroy



**SCH143***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Class Rosters**

Destroy in Current Area

Destroy

**SCH144***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Current Class Schedule of District**

Destroy in Current Area

Destroy

**SCH145***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Deficiency Report**

Destroy in Current Area

Destroy

**SCH146***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Graduation Records**

Commencement Records; End of Year Activity Arrangements

1 year

Destroy

**SCH147***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Graduation Records--A+ student records**

5 years after graduation, see note

Destroy

Student time spent as a member of the National Guard or Reserve is added to the 5 year retention

**SCH148***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Honor Roll Lists**

1 year

Destroy

**SCH149**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Student Awards**

1 year  
Destroy

**SCH150**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Letter Grade Distribution by Class**

Destroy in Current Area  
Destroy

**SCH151**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Student Directory**

Destroy in Current Area  
Destroy

## Transportation

### **SCH152**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Agreement for Contracted Services**

Bus Contract

3 years

Destroy

### **SCH153**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Annual Route Approval Report**

3 years

Destroy

### **SCH154**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Ridership Lists**

3 years

Destroy

### **SCH155**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Bus Driver Training**

3 years

Destroy

### **SCH156**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Annual Bus Driver Certification**

Annual Physical Examination; Copy of Drivers' CDL

1 year

Destroy

### **SCH157**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Annual School Bus Inspection**

3 years

Destroy

**SCH158***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***School Bus Vehicle Title**

Retain until superseded

Destroy

## Career Education

### **SCH159**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Reimbursement for salaries for Career Education Programs**

5 years

Destroy

### **SCH160**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Application for Authorization to Purchase Equipment/Supplies**

5 years

Destroy

### **SCH161**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Reimbursement Request for Approved Expenditures**

5 years

Destroy

### **SCH162**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Federal Title IV Financial Aid--Administrative Files**

PELL grant student payment summary; Federal PELL grant payment voucher; IPS batch report; Recipient data exchange summary report

5 years

Destroy

### **SCH163**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Federal Title IV Financial Aid--Student Files**

SAR; ESAR; ISAR; Stafford Loan

Verification worksheet and documentation including 1040s, Social Security printouts, Family Services printouts, etc.; Acknowledgment of funds; Enrollment Agreement; Promissory note; Entrance interview acknowledgment; Exit interview acknowledgment; Financial aid transcript from other post-secondary schools (if other were attended); first year students who receive funds and leave before completing 60% of the program will have, in their file: Refund calculation worksheet; new perspectives intake form

5 years

Destroy

For students who receive funds but leave before 60% of the programs is completed--the 5 year clock begins after the second year or the 180 day follow-up

**SCH164***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Minutes of Career-Technical Education Committee**

2 years

Destroy

**SCH165***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Student Folders**

Testing and rating of students

Permanent

Archive

**SCH166***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Career-Technical Building Payment Certificates**

Permanent and update

Archive

**SCH167***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Area Career Center Tuition Charges**

5 years

Destroy

**SCH168***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Application for Reimbursement from Career-Technical Funds**

Reimbursement for salaries, travel and other allowable items

3 years (subject to federal regulations)

Destroy

**SCH169***Also Called:**Function:**Content:**Retention:**Note:**Approval Date:***Enrollment Report for Career-Technical Program**

Destroy

**SCH170***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Grade Report Sheets--Career Center**

2 years

Destroy

**SCH171***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Record of Curriculum**

Retain until superseded

Destroy

**SCH172***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Technology Consortium Meetings**

5 years